



Child Not Collected from School Policy

Reviewed:	May 2019		
Next review:	October 2020		
Signed:		Diane Osborne	Chair of Management Committee
		S Pritchard-Jones	Head Teacher

Purpose

To ensure the safeguarding of all pupils, it is essential that the school has a procedure in place for the safe collection of all pupils at the end of a school day, and guidance for parents in the event of them being late/unable to collect their child.

Aims

- To keep pupils safe.
- To ensure that all members of the school community are aware of the correct procedures for the end of the school day.
- To highlight the importance of maintaining clear lines of communication and up-to-date contact details.

Policy

- The school expects pupils to be collected at the end of the school day, which is 2.45pm or 3.30pm if the pupil is in 'catch up'.
- The school gates are opened at 2.30pm.
- Parents/carers are asked to wait in reception or outside the main door to collect their child.
- If the person expected to collect the child is not there, the child remain inside the school building and inform admin staff.
- Any child not collected within 10 minutes will be taken to sit in reception or in a classroom supervised by a teacher or SLP.

Guidance for parents/carers in the event of a parent/carer not arriving to collect their child at the end of the school day

As a parent/carer, it is your responsibility to ensure that your child is collected at the end of the school day. It is essential that parents/carers provide the school with a record of their contact details i.e. names, addresses, home, work and mobile telephone numbers. Parents should also provide the school with the contact details of at least two other relatives/carers who can be called when the parent/carer cannot be contacted or in the event of an emergency. Should any of these details change, parents/carers should inform the school immediately.

If you are unexpectedly delayed and are unable to collect, or will be late collecting your child from school, please contact the school immediately by telephoning 01902 632719

If you arrange for another adult to collect your child, you must let the school know the details of that person.

If contact has not been made by 4.30pm a telephone call will be made with social care informing them of the situation.

The following information will be required:

(See Appendix A)

- Child's name
- Date of birth
- Address
- Parent/carer/alternative carer details - names and addresses
- Gender
- Ethnicity
- Religion
- Language spoken
- Special dietary needs
- SEN/behavioural difficulties/medical needs
- Home/work and mobile telephone numbers
- Any current or previous child protection concerns
- Any previous incidents of not being collected from school

If there are any concerns about the welfare of the parent/carer, social services will ask the local police to visit the home address.

In the event that the child is in immediate need of protection, the police, who have emergency protection powers, will be contacted.

Appendix A

Child's name
Date of birth
Address
Home/work and mobile telephone numbers
Gender
Ethnicity
Religion
Language spoken
Special dietary needs
SEN/behavioural difficulties/medical needs
Parent/carer/alternative carer details - names and addresses
Any current or previous child protection concerns
Any previous incidents of not being collected from school